



Resident Relocation Policy for Community Care and Assisted Living Residences

Building Address: _____

This form must be submitted with your rezoning or development permit application.

Step 1:	Understand your responsibilities as the developer applicant, review the documents in the Background section.
Step 2:	Complete Sections 1 through 4 with resident and project information.
Step 3:	Save and return the completed form with the project application to City Staff for feedback.
Step 4:	The housing planner assigned to the file will contact you with next steps. If you have questions prior to that, you may direct them to TRP@vancouver.ca .

BACKGROUND:

In BC, the Community Care and Assisted Living Act and the Residential Care Regulation and Assisted Living Regulation provide the standard for the basic level of care that must be provided by Long-Term Care (LTC) and Assisted Living (AL) operators. These regulations include requirements for operators during the temporary or permanent closure of a LTC or AL residence.

It is the responsibility of the developer applicant to ensure resident moves meet applicable requirements including the British Columbia Community Care and Assisted Living Act, Residential Care Regulation, Assisted Living Regulation and Residents' Bill of Rights.

Note: The Resident Relocation Policy for Community Care and Assisted Living Residences applies to existing community care facilities and assisted living residences only. The City's Tenant Relocation and Protection Policy (TRPP) applies to existing rental housing, including seniors social housing, supportive housing, and independent living residences that are rental in tenure. More information on the City's TRPP can be found in this TRPP Process and Requirements Bulletin.

SECTION 1: Existing Units/Beds & Residents On-Site

Include all units or beds in the long-term care facility and/or assisted living residence and include the number of residents.

Existing Units/Beds & Residents On-Site	
Long-Term Care Facility	# of units/beds
	# of residents
Assisted Living Residence	# of units/beds
	# of residents
Total	# of units/beds
	# of residents

SECTION 2: Declaration of Resident Impact

Indicate how the work you are proposing will affect residents.

Resident Impact*			Application Requirements
Work will require the permanent relocation of residents.	Y	N	If yes, complete Sections 3 and 4.
Work can be completed without requiring resident relocation or displacement.	Y	N	If yes, complete Section 3 and submit a notarized Statement of Non-Impact confirming that no residents will be displaced as a result of the proposed work.

*For more information on the Community Care and Assisted Living Act's requirements for renovating or closing a long-term care or assisted living residence, see https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96_2009 and https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/189_2019.

SECTION 3: Project Statistics

A. Proposed Project Statistics

Date of Application:
Applicant:
Owner:
Phone:
Email:

Building #:
Street:
Legal description of site (PID):
Proposed permit # or type:
Proposed project: <i>e.g., project type (rental or strata apartment, long-term care, assisted living, independent living, etc.), total number of units/beds</i>

B. Existing Units/Beds

Fill out and submit **Appendix A** along with this application form. It requests the following information for each unit:

- Occupied (Yes/No)
- Number of occupants
- Bedroom type
- Subsidized or private pay
- Short-stay service (Yes/No)

SECTION 4: Draft Resident Relocation Plan

Please complete the “Draft RRP Details” column in the following chart. The notes in the shaded column correspond to the requirements under the City’s Resident Relocation Policy for Community Care and Assisted Living Residences. Staff will assess the proposed Resident Relocation Plan and provide comments during the application phase.

Relocation Plan Components	A. Draft RRP Details (to be completed by applicant during Application Review)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
	Date:	Date:	Date:
<p>Communication and engagement with residents, including:</p> <ul style="list-style-type: none"> - A letter to residents and their representatives, family members and contact persons prior to public notification of the application, and - A meeting with residents and their representatives, family members and contact persons to describe the process and hear any specific concerns. This can be done individually or as a small group, as appropriate. 			

<p>Support with relocation: Moving</p> <p>Arrange for any assistance needed to move, including packing personal belongings and arranging transportation and movement of furniture and other belongings, which may include equipment.</p> <p>The applicant will assume all appropriate one-time costs associated with the move e.g., transportation, cable and telephone installation, unless the move is requested to be outside of the Vancouver Coastal Health boundaries.</p>			
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<p>Support with relocation: New Accommodation</p> <p>Ensuring new accommodation is secured at a community care or assisted living residence that is capable of meeting the resident's care needs, and in a subsidy type (i.e., private pay unit or subsidized unit) that matches the existing type, unless otherwise agreed to by the resident and their representatives, family members and contact persons.</p> <p>The resident and their representatives, family members and contact persons should be asked for their preferences of a new long-term care or assisted living residence, with preferences honoured wherever possible. New accommodation should be secured within the City of Vancouver, unless the needs of the resident makes this impossible or unless otherwise requested.</p>			
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<p>Right of First Refusal</p> <p>Residents should be offered the right to return to the new building upon completion. This should be offered unless it is not possible due to a change in service levels of units, unit types, or other factors demonstrated.</p> <p>The Right of First Refusal includes:</p> <ul style="list-style-type: none">- An offer to return to the new building to a unit that is of the same type (e.g., studio, one-bedroom, private room) and at the associated subsidy rate that the resident currently receives (i.e., private pay non-subsidized unit or subsidized unit).- Provision of moving assistance and expenses for both moves, should a resident take-up the right of first refusal.			
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SECTION 5: Final Resident Relocation Plan Summary

Applicant: Please review the final Resident Relocation Plan below and initial on page 9 to confirm agreement.

TO BE COMPLETED BY STAFF AND CONFIRMED BY APPLICANT	
Address:	
Communication and engagement with residents	
Support with relocation: Moving	
Support with relocation: New Accommodation	
Right of First Refusal	

Applicant: Please initial to confirm that you have read, and agree to, the final Resident Relocation Plan:

FOR STAFF USE ONLY	
Staff comments:	
Final Resident Relocation Plan approval date:	
Approved by:	